

## **Tasking Memorandum No. 99-140**

**Memorandum For** Cdrs DCMDs, DCMC CAOs Phoenix, San Diego, Birmingham and Boston-Textron

**Subject:** Operational Test of Web Invoicing System (WInS) Progress Payment Application

**Date:** March 26, 1999

**Suspense Date:** April 5, 1999

**Target Audience:** Operations Chiefs, Administrative Contracting Officers (ACOs), Computer Specialists, at the affected CAOs

### **Requirement(s):**

- The Operational Test of the WInS progress payment application will be conducted with the following contractors during the month of April 1999:

#### **Contractor CAGE CAO**

- Honeywell 07187 DCMC Phoenix
- Textron 04614 DCMC Boston-Textron
- GDE Systems 12436 DCMC San Diego
- Micro Systems 55785 DCMC Birmingham
- The affected CAOs are required to have the following tasks completed prior to the contractors submitting their progress payments for this test:
  - Standard Electronic Processing System (SEPS) Progress Payments Module installed on appropriate server;
  - Cognizant ACO trained in SEPS (This requires 4 hours maximum);
  - SEPS (Client Version) installed on ACOs personal computer;
  - ACO advised of name of Site SEPS system administrator;
  - ACO set up on SEPS application, with registration information;
  - ACO electronic signature set up in SEPS;
- CAOs will simultaneously advise the Districts and Mr. Kevin Carroll, DCMDI-RP, [kcarroll@dcmdc.dla.mil](mailto:kcarroll@dcmdc.dla.mil), telephone 617-753-3092, when the tasks have been completed.
- These actions are necessary to ensure that the CAO is prepared to process the Electronic Data Interchange progress payment requests using the WInS application. The Operational Test is the last test of this application. Full deployment is a major step toward helping DCMC meet its MRM 2 goals for paperless contracting.
- Instructions for setup and use of SEPS are included in the SEPS Manual which is posted on the DCMC home page.
- System setup activities should be charged to PLAS Code 212, Systems/Communication Support, Non-process Specific. ACO training should be charged to 217, Other Training.

**Point of Contact for Further Information:** Timothy Frank, [tim\\_frank@hq.dla.mil](mailto:tim_frank@hq.dla.mil), Contract Financing and Payment, DCMC-OA, 703 767-3431

**Signature:**

**Ella Studer**

**For JILL E. PETTIBONE**

**Executive Director**

**Contract Management Operations**

**Point of Contact for Further Information:** Timothy Frank, [tim\\_frank@hq.dla.mil](mailto:tim_frank@hq.dla.mil), Contract Financing and Payment, DCMC-OA, 703 767-3431

**Signature:**



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